

# Finance and Audit Scrutiny Committee

Tuesday 11 February 2014

---

A meeting of the above Committee will be held at the Town Hall, Royal Leamington Spa on Tuesday 11 February 2014 at 6.00pm.

Membership:

	Councillor Barrott (Chairman)	
Councillor Mrs Bunker		Councillor Rhead
Councillor MacKay		Councillor Mrs Sawdon
Councillor Mrs Mellor		Councillor Mrs Syson
Councillor Pittarello		Councillor Ms Weed
Councillor Pratt		Councillor Williams

## Emergency Procedure

At the commencement of the meeting, the Chairman will announce the emergency procedure for the Town Hall.

## Agenda

### **Part A – General Items**

\*1. **Substitutes**

To receive the name of any Councillor who is to act as a substitute, notice of which has been given to the Chief Executive, together with the name of the Councillor for whom they are acting.

\*2. **Declarations of Interest**

Members to declare the existence and nature of interests in items on the agenda in accordance with the adopted Code of Conduct.

Declarations should be entered on the form to be circulated with the attendance sheet and declared during this item. However, the existence and nature of any interest that subsequently becomes apparent during the course of the meeting must be disclosed immediately. If the interest is not registered, Members must notify the Monitoring Officer of the interest within 28 days.

Members are also reminded of the need to declare predetermination on any matter.

If Members are unsure about whether or not they have an interest, or about its nature, they are strongly advised to seek advice from officers prior to the meeting.

\*3. **Minutes**

To confirm the minutes of the meeting held on 7 January 2014 **(Item 3/Page 1)**

**Part B – Audit Items**

No business

**Part C – Scrutiny Items**

\*4. **Comments from the Executive**

To consider a report from Civic & Committee Services **(Item 4/Page 1)**

\*5. **Forward Plan**

To consider a report from Civic & Committee Services **(Item 5/Page 1)**

\*6. **Review of the Work Programme**

To consider a report from Civic & Committee Services **(Item 6/Page 1)**

\*7. **Executive Agenda (Non Confidential Items and Reports) – Wednesday 12 February 2014**

To consider the non-confidential items on the Executive agenda which fall within the remit of this Committee. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting. **You are requested to bring your copy of that agenda to this meeting (circulated separately).**

\*8. **Public and Press**

To consider resolving that under Section 100A of the Local Government Act 1972 that the public and press be excluded from the meeting for the following items by reason of the likely disclosure of exempt information within paragraphs 1 and 3 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

\*9. **Executive Agenda (Confidential Items and Reports) – Wednesday 12 February 2014**

To consider the confidential items on the Executive agenda which fall within the remit of this Committee. The only items to be considered are those which Committee Services have received notice of by 9.00am on the day of the meeting. **You are requested to bring your copy of that agenda to this meeting (circulated separately).**

\*10. **Minutes (Confidential)**

To confirm the minutes of the meeting held on 7 January 2014 **(Item 10/Page 1)**

\*11. **Comments from the Executive – Appendix 2 (Confidential)**

To consider a report from Civic & Committee Services **(Item 11/Page 1)**

**(\*Denotes those items upon which decisions will be made under delegated powers, as previously granted by Council)**

**General Enquiries: Please contact Warwick District Council, Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ.**

**Telephone: 01926 412656**

**Facsimile: 01926 456121**

**E-Mail: [committee@warwickdc.gov.uk](mailto:committee@warwickdc.gov.uk)**

**Enquiries about specific reports: Please contact the officers named in the reports.**

**You can e-mail the members of the this Committee at**

**[F&Ascrutinycommittee@warwickdc.gov.uk](mailto:F&Ascrutinycommittee@warwickdc.gov.uk)**

**Details of all the Council's committees, councillors and agenda papers are available via our website [www.warwickdc.gov.uk/committees](http://www.warwickdc.gov.uk/committees)**

**Please note that the majority of meetings are held on the first floor of the Town Hall. If you feel that this may restrict you attending this meeting, please telephone (01926) 412656 prior to the meeting, so that we can assist you and make any necessary arrangements to help you to attend the meeting.**

**THE AGENDA IS AVAILABLE IN LARGE PRINT ON REQUEST, PRIOR TO THE MEETING, BY TELEPHONING (01926) 412656**

# FINANCE AND AUDIT SCRUTINY COMMITTEE

Minutes of the meeting held on Tuesday, 7 January 2014 at the Town Hall, Royal Leamington Spa at 6.00pm.

**PRESENT:** Councillor Barrott (Chair): Councillors Mrs Bunker, Mrs Knight, MacKay, Mrs Mellor, Pittarello, Pratt, Rhead, Mrs Sawdon and Mrs Syson.

**ALSO PRESENT:** Councillors Coker and Mobbs (Portfolio Holders).

Apologies for absence were received from Councillors Weed and Williams.

Councillor Mobbs was not in attendance when the meeting commenced but joined during the course of the 'Catering Contracts – Update' item.

## 123. **SUBSTITUTES**

Councillor Mrs Knight substituted for Councillor Weed.

## 124. **DECLARATIONS OF INTEREST**

Minute 130 – Executive Agenda (Confidential Items & Reports) – Executive item 10 – Fetherston Court Development Scheme Land Acquisition Update

During consideration of the item, Councillor Mrs Knight realised that she might have an interest and declared that she was a Ward Councillor for the site in question.

## 125. **MINUTES**

The minutes of the meeting held on 10 December 2013 were taken as read and signed by the Chair as a correct record.

## 126. **EXTERNAL AUDIT REPORT – CERTIFICATION OF CLAIMS AND RETURNS – 2012/13**

The Committee received a report from Finance which presented the external auditor's Certification Report 2012/13.

John Gregory attended the meeting on behalf of the external auditor, Grant Thornton, in order to discuss the report and respond to questions.

Grant Thornton was required to audit several grants and returns prepared by Council officers each year. Three claims had required certification during 2012/13 and only one of these required any amendment.

Members noted that the Housing and Council Tax Benefit claim had been qualified by the auditor on the basis of a single claim where the end date had been entered incorrectly. The Housing and Council Tax Benefit claim had been amended in respect of a technical adjustment relating to a single landlord's change in status. This adjustment resulted from exceptional circumstances which were not correctly accommodated within the Benefits system and resulted in an additional amount subsidy of £9,427 due from the Department of Work and Pensions. However, noting the overall value of the Housing and Council Tax Benefit Claim of over £40m, and the extremely complex nature of the claim, the outcome of the audit was considered to be most satisfactory and one that most Authorities would be very pleased with.

With regard to the objection to the accounts which had previously been reported to the Committee, Mr Gregory explained that he had now determined and dismissed that objection, the objector having a couple of weeks left to appeal that judgement. The Committee was pleased to note that the fee for that work was likely to be £3705, considerably lower than expected.

Mr Gregory was thanked for his work and for attending the meeting.

**RESOLVED** that the Certification work report 2012/13 be noted and any further information required from officers or the external auditors be agreed.

#### 127. **REVIEW OF HEALTH & COMMUNITY PROTECTION RISK REGISTER**

The Committee received a report from Finance which set out the process for review of the Health & Community Protection Service Risk Register.

The Portfolio Holder for Health & Community Protection presented the latest version of the service risk register, which was appended to the report.

The top three risks in the department were staff resource & competence, failure of the crematorium facility, and failure of contractors, stakeholders and partners.

One other risk currently facing the service was the melding of two departments. So far this had gone well, the nature and expertise of the staff involved being very good.

The Portfolio Holder and Head of Health & Community Protection responded to questions relating to how certain risks were managed and how the scores for those risks had been arrived at. In respect of risks GD11, SB2 and SB6, it was explained to Members that while they were scored highly, they were short term risks with plans in place to manage them and the Service was confident of managing them successfully. Pumping stations were scored low due to the likelihood of the risk taking place and the systems in place to manage an emergency. Risks around

food monitoring were intended to be covered by risk GR1, although the report did not make this clear.

Members asked that in future the register include some indication of direction of travel for the risks in the register, although it was recognised that because two services were being merged, some of this information was not yet available.

Focusing on risk SB6, the loss of statutory documents, Members received an explanation of how the cemetery registers and cremation records were stored. The computer system which stored records post-1993 was backed-up off site but did not allow for the records it kept to be printed off. Therefore efforts were underway to upgrade the system to enable a print facility and allow a greater degree of flexibility in the management and secure storage of records. The Committee was disappointed that progress on upgrading the system was dependant on other corporate ICT projects and wanted a commitment from IT and the ICT Strategy Group that the project would move forward.

The Committee accepted the explanation for why loss of power to the CCTV control room was scored as it was, noted that there was an issue relating to an electricity substation and that providing a back-up was very expensive. Members also noted problems with electricity supply to the crematorium and were keen to see that improved, particularly given the sensitive nature of the crematorium's work, the potential impact on clients who had lost loved ones and the need to meet regulations in relation to cremation. It was noted that efforts were ongoing to find a solution.

The Portfolio Holder, Head of Health & Community Protection and officers were thanked for attending the meeting.

**RESOLVED** that the report be noted and its contents accepted.

(Councillor Coker left the meeting at the conclusion of this item)

## 128. **PUBLIC AND PRESS**

**RESOLVED** that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following two items, by reason of the likely disclosure of exempt information within paragraphs 1, 3 and 7 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

The full text of Minutes 129 and 130 were recorded in a confidential minute which was to be considered for publication following implementation of the relevant decisions. However, a summary is as follows:

129. **CATERING CONTRACTS - UPDATE**

The Head of Cultural Services gave the Committee an update on developments relating to the Council's catering contracts and also on Newbold Comyn Golf Course.

(Councillor Mobbs joined the meeting during the course of this item)

130. **EXECUTIVE AGENDA (CONFIDENTIAL ITEMS & REPORTS)**

The Committee considered the following confidential items which would be discussed at the meeting of the Executive on Wednesday 8 January 2014.

Item 9 – Potential Compulsory Purchase of land in Royal Leamington Spa

The Committee made comments and supported the recommendations in the report.

Item 10 – Fetherston Court Development Scheme Land Acquisition Update

The Finance & Audit Scrutiny Committee supported the recommendations in the report.

During the course of this item, it became apparent to Councillor Mrs Knight that she might have a personal interest as this site was in her ward and she therefore declared that interest.

131. **EXECUTIVE AGENDA (NON-CONFIDENTIAL ITEMS & REPORTS)**

The Committee considered the following non-confidential items which would be discussed at the meeting of the Executive on Wednesday 8 January 2014.

Item 7(B) – Significant Business Risk Register

The Committee asked a number of questions of the Council Leader and was reassured that he was not content to see risks remain in the red. Members noted that discussions were taking place with Warwickshire County Council to address infrastructure planning, which the Leader agreed should be highlighted in the register. The Committee suggested that the covering report needed to highlight new triggers and include more information regarding mitigations put in place to reverse negative trends. The Committee also felt that annual credit checks should remain in place as a matter of course because problems with a major contractor would be a business risk as opposed to a service risk.

The Committee was reassured by the Leader's intention to work closely with senior managers to strengthen the Executive process and to manage the risk register, thanked the Leader for responding to Members' questions and supported the recommendations in the report.

(Councillors Mobbs and Pratt left the meeting at the conclusion of this item)

#### Item 6 – Support for an Indoor Bowls Facility

The Committee expressed some unease over offering a lease at a peppercorn rent but nevertheless supported the recommendations in the report, noting that the value for money element would be assessed in accordance with paragraph 5.3.

#### Item 4 – Coventry & Warwickshire City Deal – Update Report

The Committee was keen to see that consideration was given to what would happen if funding did not materialise, noted that the Council's only commitment at this stage from the New Homes Bonus was for 2014/15 and supported the recommendations in the report.

### 132. **COMMENTS FROM THE EXECUTIVE**

A report from Civic and Committee Services summarised the Executive's response to comments which the Finance & Audit Scrutiny Committee gave on reports submitted to the Executive on 11 December 2013.

**RESOLVED** that the contents of the report be noted.

### 133. **FORWARD PLAN**

The Committee considered the latest published version of the Forward Plan.

One of the five main roles of overview and scrutiny in local government was to undertake pre-decision scrutiny of Executive decisions. If the Committee had an interest in a future decision to be made by the Executive it was within the Committee's remit to feed into the process.

The Forward Plan detailed the future work programme for the Executive. If a non-Executive Member highlighted a decision which was to be taken by the Executive which they would like to be involved in, Members could then provide useful background to the Committee when the report was submitted to the Executive and they were passing comment on it.

**RESOLVED** that, at present, there were no forthcoming Executive decisions which Members wished to have an input into before the Executive make their decision.

### 134. **REVIEW OF THE WORK PROGRAMME**

A report from Civic and Committee Services detailed the Committee's work programme for 2013/14.



**RESOLVED** that the work programme for 2013/14 be noted.

135. **PUBLIC AND PRESS**

**RESOLVED** that under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the remaining items, by reason of the likely disclosure of exempt information within paragraphs 1, 3 and 7 of Schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006.

The full text of Minutes 136 and 137 were recorded in a confidential minute which was to be considered for publication following implementation of the relevant decisions. However, a summary is as follows:


136. **MINUTES (CONFIDENTIAL)**

The confidential minutes of the meeting held on 10 December 2013 were agreed as a correct record.

137. **COMMENTS FROM THE EXECUTIVE – APPENDIX 2 (CONFIDENTIAL)**

A report from Civic and Committee Services summarised the Executive's response to comments which the Finance & Audit Scrutiny Committee gave on reports submitted to the Executive on 11 December 2013.

(The meeting ended at 8.35 pm)

 <b>Finance &amp; Audit Scrutiny Committee</b> <b>- 11 February 2014</b>		<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em;"><b>4</b></div>
<b>Title</b>	<b>Comments from the Executive</b>	
<b>For further information about this report please contact</b>	Peter Dixon Committee Services Officer 01926 456114 <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Civic & Committee Services	
<b>Wards of the District directly affected</b>	N/A	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	N/A	
<b>Background Papers</b>	Finance & Audit minutes 07/01/2014 & Executive minutes 08/01/2014	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No

<b>Officer/Councillor Approval</b>		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Deputy Chief Executive		Andrew Jones
Chief Executive		
CMT		
Section 151 Officer		Mike Snow
Legal		
Finance		Jenny Clayton
Portfolio Holders		

<b>Consultation Undertaken</b>	
N/A	
<b>Final Decision?</b>	Yes
<b>Suggested next steps (if not final decision please set out below)</b>	

## **1. SUMMARY**

- 1.1 This report summarises the Executive's response to comments given by the Finance & Audit Scrutiny Committee on reports submitted to the Executive on 8 January 2014.

## **2. RECOMMENDATION**

- 2.1 That the responses made by the Executive be noted.

## **3. REASONS FOR THE RECOMMENDATION**

- 3.1 This report is produced to create a dialogue between the Executive and the Finance & Audit Scrutiny Committee, ensuring that the Scrutiny Committee is formally made aware of the Executive's responses.

## **4. ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The Committee receives and notes the minutes of the Executive instead.

## **5. BUDGETARY FRAMEWORK**

- 5.1 There is no impact on the budgetary framework. This is for the Committee's information only.

## **6. POLICY FRAMEWORK**

- 6.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly, efficiently and effectively.

## **7. BACKGROUND**

- 7.1 As part of the scrutiny process, the Committee no longer considers the whole of the Executive agenda.
- 7.2 Councillors are emailed at the time of the publication of the Executive and Scrutiny Committee agendas, asking them to contact Committee Services by 9.00 am on the day of the Scrutiny Committee, to advise which Executive items they wish the Scrutiny Committee to pass comment on and the reasons why.
- 7.3 As a result, at its meeting on 7 January 2014, the Finance & Audit Scrutiny Committee considered the items detailed in the appendices. The responses which the Executive gave are also shown.

## APPENDIX 1

### Responses from the meeting of the Executive held on 8 January 2014 to the Finance and Audit Scrutiny Committee's comments

Item no	4	Title	Coventry & Warwickshire City Deal - Update Report	Requested by	Chair
<b>Scrutiny Comment</b>	The Committee was keen to see that consideration was given to what would happen if funding did not materialise, noted that the Council's only commitment at this stage from the New Homes Bonus was for 2014/15 and supported the recommendations in the report.				
<b>Executive Response</b>	<p>The Council has already confirmed that it will meet any future funding contribution from NHB income.</p> <p>The Leader highlighted funding detailed in recommendation 2.2 and drew attention to paragraph 3.2 of the report which advised of the CW City Deal agreement document.</p>				


Item no	6	Title	Support for an Indoor Bowls Facility	Requested by	Chair
<b>Scrutiny Comment</b>	The Committee expressed some unease over offering a lease at a peppercorn rent but nevertheless supported the recommendations in the report, noting that the value for money element would be assessed in accordance with paragraph 5.3.				
<b>Executive Response</b>	-				

Item no	7B	Title	Significant Business Risk Register	Requested by	Chair
<b>Scrutiny Comment</b>	<p>The Committee asked a number of questions of the Council Leader and was reassured that he was not content to see risks remain in the red. Members noted that discussions were taking place with Warwickshire County Council to address infrastructure planning, which the Leader agreed should be highlighted in the register. The Committee suggested that the covering report needed to highlight new triggers and include more information regarding mitigations put in place to reverse negative trends. The Committee also felt that annual credit checks should remain in place as a matter of course because problems with a major contractor would be a business risk as opposed to a service risk.</p> <p>The Committee was reassured by the Leader's intention to work closely with senior managers to strengthen the Executive process and to manage the risk register, thanked the Leader for responding to Members' questions and supported the recommendations in the report.</p>				

<b>Executive Response</b>	The Leader assured Members that there would be a quarterly review of the register and agreed to the narrative regarding movement and other changes discussed by the Finance & Audit Scrutiny Committee. He reminded Members of the Executive's responsibility for managing the register effectively and thanked the Scrutiny Committee for its comments.
---------------------------	--

The Committee also considered two confidential Executive agenda items which are detailed in a separate confidential appendix:

- 9 - Potential Compulsory Purchase of land in Royal Leamington Spa
- 10 - Fetherston Court Development Scheme Land Acquisition Update

 <b>Finance &amp; Audit Scrutiny Committee</b> <b>- 11 February 2014</b>		<b>Agenda Item No.</b>  <b>5</b>
<b>Title</b>	<b>Forward Plan</b>	
<b>For further information about this report please contact</b>	Peter Dixon, Civic & Committee Services Officer, 01926 456114 or <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>	
<b>Service Area</b>	Chief Executive	
<b>Wards of the District directly affected</b>	N/A	
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No	
<b>Date and meeting when issue was last considered and relevant minute number</b>	N/A	
<b>Background Papers</b>	N/A	

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No

<b>Officer/Councillor Approval</b>		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Deputy Chief Executive		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		
<b>Consultation Undertaken</b>		
n/a		
<b>Final Decision?</b>	Yes	
<b>Suggested next steps (if not final decision please set out below)</b>		

## 1. **SUMMARY**

- 1.1 This report informs the Committee of the current Forward Plan, attached at Appendix 1 to the report.

## 2. **RECOMMENDATIONS**

- 2.1 The Committee to; identify any Executive items on which it wishes to have an input before the Executive makes its decision; and to nominate one Member to investigate that future decision and report back to the Committee.

## 3. **REASONS FOR THE RECOMMENDATION**

- 3.1 One of the five main roles of overview and scrutiny in local government is to undertake pre-decision scrutiny of executive decisions.
- 3.2 If the Committee has an interest in a future decision to be made by the Executive it is within the Committee's remit to feed into the process.
- 3.3 The Forward Plan is the Executive's future work programme. If any non-Executive Member or Members highlighted items which were to be taken by the Executive which they would like to be involved in, those Members could then provide useful background to the Committee when the report was submitted to the Executive and when the Committee was passing comment on it.

## 4. **ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 The only alternative option is not to undertake this aspect of the overview and scrutiny function.

## 5. **BUDGETARY FRAMEWORK**

- 5.1 All work for the Committee has to be carried out within existing resources. Therefore, there is a limit to the time available that officers will have to assist Members, so the Committee may wish to prioritise areas of investigation.

## 6. **POLICY FRAMEWORK**

- 6.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly efficiently and effectively.

## 7. **BACKGROUND**

- 7.1 There are five main roles of overview and scrutiny in local government. These being:

- Holding to account
- Performance management
- Policy review
- Policy development
- External scrutiny

- 7.2 The pre-decision scrutiny of Executive decisions falls within the role of 'holding to account'. To feed into the pre-decision scrutiny of Executive decisions, the

Committee needs to examine the Council's Forward Plan and identify items which it would like to have an impact upon.

- 7.3 The Council's Forward Plan is published on a monthly basis and sets out the key decisions to be taken by the Council in the next twelve months. The Council only has a statutory duty to publish key decisions to be taken in the next four months. However, the Forward Plan was expanded to a twelve month period to give a clearer picture of how and when the Council will be making important decisions.
- 7.4 A key decision is a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.
- 7.5 The Forward Plan also identifies non-key decisions to be made by the Council in the next twelve months, and the Committee, if it wishes, may also pre-scrutinise these decisions.
- 7.6 The Committee should be mindful that any work it wishes to undertake would need to be undertaken without the need to change the timescales as set out within the Forward Plan. The Committee may wish to give greater consideration to the reports in Section 2 of Appendix 1, to maximise the time available for Members to input into the process.





**FORWARD PLAN  
FEBRUARY to MAY 2014**

**COUNCILLOR ANDREW MOBBS  
LEADER OF THE EXECUTIVE**

The Forward Plan is a list of all the Key Decisions which will be taken by the Executive or its Committees in the next four months. The Warwick District Council definition of a key decision is: - a decision which has a significant impact or effect on two or more wards and/or a budgetary effect of £50,000 or more.

Whilst the majority of the Executive's business at the meetings listed in this Forward Plan will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information.

This is formal notice under the Local Authorities (Executive Arrangements)(Meetings and Access to Information)(England) Regulations 2012 that part of the Executive meeting listed in this Forward Plan will be held in private. This is because the agenda and reports for the meeting will contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those items which are proposed to be considered in private are marked as such along with the reason for the exclusion in the list below.

If you would like to make representations or comments on any of the topics listed below, including the confidentiality of any document, you can write to the contact officer, as shown below, at Riverside House, Milverton Hill, Royal Leamington Spa, Warwickshire, CV32 5HZ. Alternatively you can phone the contact officer on (01926) 412656. If your comments are to be referred to in the report to the Executive or Committee they will need to be with the officer 7 working days before the publication of the agenda. You can, however, make comments or representations up to the date of the meeting, which will be reported orally at the meeting. The Forward Plan will be updated monthly and you should check to see the progress of the report you are interested in.

## **Section 1 – The Forward Plan February to May 2014**

<b>Topic and Reference</b>	<b>Purpose of report</b>	<b>If requested by Executive –date, decision &amp; minute no.</b>	<b>Date of Executive, Committee or Council meeting</b>	<b>Publication Date of Agendas</b>	<b>Contact Officer &amp; Portfolio Holder</b>	<b>External Consultees/ Consultation Method/ Background Papers</b>
<b>February 2014</b>						
Car Parking for National Bowls Championships  Economic Impact of Bowls Championship (Ref 564)	To agree car parking for National Bowls Championship		Executive 12 February 2014	3 February 2014	Rose Winship Cllr Cross Joe Bacconet	Local Residents Friends of Victoria Park
General Fund 2014-15 Budgets & Council Tax (Ref 536)	To update members on the overall financial position of the Council  To consider The General Fund Revenue and Capital Budgets for the following financial year and propose the Council Tax for the following year		Executive 12 February 2014	3 February 2014	Mike Snow Cllr Mobbs	
Housing Revenue Account Rent Setting (Ref 537)	To report on the proposed level of Housing Rents for the following year and the proposed budget		Executive 12 February 2014	3 February 2014	Mark Smith Cllr Vincett	
Housing Revenue Account Service Charges	To propose the levels of service charge for Housing properties in the following year		Executive 12 February 2014	3 February 2014	Mark Smith Cllr Vincett	

(Ref 538)						
Council Tax (Ref 539)	To approve the recommendations of the Executive in respect of the following years budget and the Council Tax for all precepting authorities in the District		Executive 12 February 2014	3 February 2014	Mike Snow Cllr Mobbs	
Peer Challenge update (Ref 526)	To update Members of progress against the Peer Challenge Improvement Plan  Moved from November & December 2013 reason 4		<del>Executive 13 November 2013</del>  <del>Executive 11 December 2013</del>  Executive 12 February 2014	3 February 2014	Andrew Jones Cllr Mobbs	
2 <sup>nd</sup> Warwick Sea Scouts – New Facilities (Ref 566)	To seek landlord's approval for new HQ building and re-development of current sites within St Nicholas Park and Myton Fields.		Executive 12 February 2014	3 February 2014	Tim Hepworth & Andy Jones Cllr Cross	2nd Warwick Sea Scouts. Warwick skate park users. Warwick BMX track users. Friends of St Nicholas Park. General public consultation as part of 2WSS planning application Face to face briefings. Planning Notices

Warwickshire's Joint Municipal Waste Management Strategy (Ref 573)	To update on Warwickshire's Joint Municipal Waste Management Strategy		Executive 12 February 2014	3 February 2014	Graham Folkes-Skinner Cllr Shilton	
Public Service Network (Ref 574)	Compliance and provision of IT equipment for Councillors		Executive 12 February 2014	3 February 2014	Andrew Jones Graham Leach Ty Walter Cllr Grainger	
10 12 & 14 Chapel Street Warwick (Ref 575)	To report on transfer and disposal of land and property  <b>It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information</b>		Executive 12 February 2014	3 February 2014	Chris Makasis	
Health Strategy (Ref 576)	To update members on the formulation of the Council's Health Strategy, following the return of Public Health to local authorities		Executive 12 February 2014	3 February 2014	Rob Chapleo Cllr Coker	
(PFRA) Public Fundraising Regulatory Authority Site Management	To agree a new way of managing face to face data collection by charities in our Town Centres		Executive 12 February 2014	3 February 2014	David Butler Cllr Hammon	

Agreement (Ref 577)						
Extension to existing adaptations Contract Lovell Ltd (Ref 579)	To approve extension of the current contract for Disabled Adaptation works  <b>It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information)</b>		Executive 12 February 2014	3 February 2014	Martin Brooks Cllr Vincett	
Fare Increase Report (Ref 578)	To request approval for increase in fares		Executive 12 February 2014	3 February 2014	Emma Dudgeon Cllr Coker	Advertisement in local press  Regulatory Report 16/12/13
Chase Meadow Community Centre end of project Report (Ref 581)	To report on whether the project's objectives have been met		Executive 12 February 2014	3 February 2014	Debbie Cole Cllr Grainger	
Leper Hospital Saltisford Way (Ref 582)	To gain members approval on next steps for the project		Executive 12 February 2014	3 February 2014	Debbie Cole Cllrs Grainger & Cross	
Gypsy and Travellers Sites (Ref 583)	Preferred Options		Executive 12 February 2014	3 February 2014	Dave Barber Cllr Caborn	

Local Development Scheme and Annual Monitoring Report (Ref 584)	To update on the Local Development Scheme and Annual Monitoring Report		Executive 12 February 2014	3 February 2014	Dave Barber Cllr Hammon	
Impact of potential changes to on street parking (Ref 486)	To report on the impact of potential changes to on street parking (Moved from July 2013 reason 3)		<del>Executive 17 April 2013</del> <del>Executive 11 September 2013</del> <del>Executive 11 December 2013</del> Executive 12 February 2014	3 February 2014	Ian Coker Cllr Shilton	
<b>February 2014</b>						
Riverside House offices - relocation options (Ref 528)	To present relocation options <b>It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information</b>		Executive 12 February 2014	3 February 2014	Corporate Management Team Cllr Hammon	
<b>March 2014</b>						

Housing Strategy Plan (Ref 565)	To agree a plan to deliver The Housing Strategy as agreed by Executive in November 2013 and going to Council December 2014		Executive 12 March 2014	3 March 2014	Ken Bruno Cllr Vincett	Housing strategy 2014 – 2017 Executive Report
Treasury Management Strategy (Ref 541)	To seek member approval of the Treasury Management Strategy and Investment Strategy for the forthcoming year		Executive 12 February 2014	3 February 2014	Roger Wyton Cllr Mobbs	
Kenilworth Area Action/ Neighbourhood Plan (Ref 438)	To consider the request from Kenilworth Town Council to set in train work to develop an Area Action Plan for the town  Moved from November 2012 reason 2 (Moved from June 2013 Reason 3) (Moved from August 2013 reason 3)		<del>Executive 14 November 2012</del> <del>Executive 9 January 2013</del> <del>Executive 11 September 2013</del> Executive 12 February 2014	3 February 2014	Chris Elliott Cllr Caborn	Kenilworth Town Council  Warwickshire County Council  Report to Executive generally on Neighbourhood Plans in July 2012
Lillington Area Action/ Neighbourhood Plan (Ref 439)	To set in train work to develop an Area Action Plan for this part of Leamington as part of the Neighbourhood Community Budget pilot being trialled in Lillington  (Moved from December 12 reason 3) (Moved from June 13 reason 3) (Moved from September 13 reason 3)	<del>Executive 14 November 2012</del>  Report to Executive generally on Neighbourhood Plans	<del>Executive 12 December 2012</del> <del>Executive 13 February 2013</del> <del>Executive 19 June 2013</del> <del>Executive 11 September</del>	3 February 2014	Chris Elliott Jameel Malik Cllr Caborn	Leamington Town Council  Warwickshire County Council  Report to Executive generally on Neighbourhood Plans in July 2012

	(Moved from November 13 reason 3)  <b>It is intended that this report will be Confidential by virtue of the information relating to the financial or business affairs of any particular person (including the authority holding that information</b>	in July 2012	2013 <del>Executive 13 November 2013</del> <del>Executive 11 December 2013</del> Executive 12 February 2014			
<b>April 2014</b>						
Sustainability Report (Ref 551)			Executive 12 February 2014	3 February 2014	Richard Hall Cllr Coker	
Local Air Quality Management (Ref 562)	To seek member approval for new air quality planning guidance and an extension to the Leamington Air Quality Management Area		Executive 12 February 2014	3 February 2014	Grahame Helm Cllr Coker	DEFRA WCC Leamington Town Council Chamber of Commerce Local Developers
<b>May 2014</b>						



**Section 2 - Key decisions which are anticipated to be considered by the Council between June 2014 and December 2014****June 2014**

Final Accounts (Ref 553)	To report on the Council's outturn position for both revenue and capital					
-----------------------------	--	--	--	--	--	--

**July 2014**

--	--	--	--	--	--	--

**August 2014**

Budget Review to include Financial Projections (Ref 567)	To report on the latest financial prospects for the current and future 5 years					
---	--	--	--	--	--	--

**September 2014**

Statement of Accounts 2013-2014 (Ref 568)	To formally approve the Council's statutory accounts 2013/2014		Executive 3 September 2014		Marcus Miskinis Cllr Mobbs	
--	--	--	----------------------------	--	-------------------------------	--

**October 2014**

Fees and Charges Income Max (Ref 569)	To propose the level of fees and charges to be levied in 2013/14		Executive 1 October 2014		Andy Crump Cllr Mobbs	
<b>November 2014</b>						
Budget Review (Ref 571)	To advise members of any variations from approved budgets		Executive 5 November 2014		Andy Crump Cllr Mobbs	
<b>December 2014</b>						

## TO BE CONFIRMED

Topic and Reference	Purpose of report	History of Committee Dates & Reason code for deferment	Contact Officer & Portfolio Holder	Expansion on Reasons for Deferment	External Consultees/ Consultation Method/ Background Papers	Request for attendance by Committee
Constitution (Ref 364)	Revision to the existing WDC Constitution	<del>Executive 11 September 2013</del>	Graham Leach Cllr Doody	Reason 3		
Evening Economy (Ref 362)	Action Plan 2012-2015	<del>Executive 11 September 2013</del>	Joe Baconnet Cllr Hammon	Moved from September 2013 Reason 1 & 4		
Corporate Debt Policy (Ref 516)	To approve the Corporate Debt Policy	TBC	Jon Dawson Cllr Mobbs			
Housing & Property Services Advisory Services Review (Ref 524)	To present various options for the service to (i) improve value for money of existing services and (ii) accelerate and maximise new affordable housing through the HRA Business Plan.	<del>Executive 11 December 2013</del> Executive 12 February 2014	Jameel Malik Cllr Vincett	Reason 3	Report to Executive 6th March 2012, recommendation number 6.  Report for Finance and Audit Scrutiny Committee 11th December 2012	

					Report for Finance and Audit Scrutiny Committee 18th June 2013.	
--	--	--	--	--	--	--

**Section 3 - Items which are anticipated to be considered by the Executive but are NOT key decisions**

<b>February 2014</b>						
Quality of Life (Ref 580)	To update members	Executive 12 February 2014	3 February 2014		Fiona Clarke Cllr Grainger	
<b>March 2014</b>						
<b>April 2014</b>						
<b>May 2014</b>						
<b>June 2014</b>						
<b>July 2014</b>						
Significant Business risk Register (Ref 553)	To advise members of Corporate Business Risks				Mike Snow Cllr Mobbs	
Review of Business Rates Pooling Arrangements (Ref 554)	To inform members of the outcome of the first year's Pooling Arrangements				Richard Barr Cllr Mobbs	

<b>August 2014</b>						
<b>September 2014</b>						
<b>October 2014</b>						
Review of Significant Business Risk Register (Ref 570)	To inform members of the significant risks to the Council				Richard Barr Cllr Mobbs	
<b>November 2014</b>						
<b>December 2014</b>						

Delayed reports:

If a report is late, officers will establish the reason(s) for the delay from the list below and these will be included within the plan above:

1. Portfolio Holder has deferred the consideration of the report
2. Waiting for further information from a Government Agency
3. Waiting for further information from another body
4. New information received requires revision to report
5. Seeking further clarification on implications of report.

**Details of all the Council's committees, Councillors and agenda papers are available via our website [www.warwickdc.gov.uk/committees](http://www.warwickdc.gov.uk/committees)**

**The forward plan is also available, on request, in large print on request, by telephoning (01926) 412656**

	<b>Finance &amp; Audit Scrutiny Committee</b> <b>- 11 February 2014</b>	<b>Agenda Item No.</b>  <div style="text-align: right; font-size: 2em;"><b>6</b></div>
---	--	--

<b>Title</b>	<b>Review of the Work Programme</b>
<b>For further information about this report please contact</b>	Peter Dixon Civic & Committee Services Officer 01926 456114 <a href="mailto:committee@warwickdc.gov.uk">committee@warwickdc.gov.uk</a>
<b>Service Area</b>	Chief Executive
<b>Wards of the District directly affected</b>	N/A
<b>Is the report private and confidential and not for publication by virtue of a paragraph of schedule 12A of the Local Government Act 1972, following the Local Government (Access to Information) (Variation) Order 2006</b>	No
<b>Date and meeting when issue was last considered and relevant minute number</b>	
<b>Background Papers</b>	Committee minutes (various)

<b>Contrary to the policy framework:</b>	No
<b>Contrary to the budgetary framework:</b>	No
<b>Key Decision?</b>	No
<b>Included within the Forward Plan? (If yes include reference number)</b>	No

<b>Officer/Councillor Approval</b>		
With regard to officer approval all reports <i>must</i> be approved by the report authors relevant director, Finance, Legal Services and the relevant Portfolio Holder(s).		
<b>Officer Approval</b>	<b>Date</b>	<b>Name</b>
Deputy Chief Executive		
Chief Executive		
CMT		
Section 151 Officer		
Legal		
Finance		
Portfolio Holders		
<b>Consultation Undertaken</b>		
<b>Final Decision?</b>	Yes	
<b>Suggested next steps (if not final decision please set out below)</b>		



1. **SUMMARY**

- 1.1 This report informs the Committee of its work programme for 2013/14 and 2014/15 (Appendix 1).

2. **RECOMMENDATIONS**

- 2.1 Members consider the work programme and agree any changes to it as appropriate.

3. **REASONS FOR THE RECOMMENDATION**

- 3.1 The work programme needs to be updated at each meeting to reflect the workload of the Committee.

4. **ALTERNATIVE OPTIONS CONSIDERED**

- 4.1 There are no alternative options.

5. **BUDGETARY FRAMEWORK**

- 5.1 All work for the Committee has to be carried out within existing resources.

6. **POLICY FRAMEWORK**

- 6.1 The work carried out by the Committee helps the Council to improve in line with its priority to manage services openly, efficiently and effectively.

## FINANCE & AUDIT SCRUTINY COMMITTEE

# WORK PROGRAMME 2013/14

### 11 MARCH 2014

#### AUDIT ITEMS

1	Internal Audit Strategy & Plan 2014/15 – 2016/17	Report	Richard Barr	Annual report
2	Internal Audit Quarterly Report Quarter 3 2013/14	Report	Richard Barr	Quarterly report
3	External Audit Certification of Claims and Returns Annual Report	Report	Mike Snow	External Audit Annual report

**No scheduled scrutiny items**

### 15 APRIL 2014

#### SCRUTINY ITEMS

1	Service Risk Register Presentation - Finance	Report	Richard Barr	Executive 11.01.12 minute 115 F&A 09.07.13 minute 30
---	--	--------	--------------	---

**No scheduled audit items**

### 7 MAY 2014

#### SCRUTINY ITEMS

1	End of Term Report	Report	Chairman / Peter Dixon	Executive 11.01.12 minute 115 F&A 09.07.13 minute 30
---	--------------------	--------	------------------------	---

**No scheduled audit items**

# WORK PROGRAMME 2014/15

## **10 JUNE 2014**

### **AUDIT ITEMS**

1	Annual Governance Statement	Report	Mike Snow	Annual report
2	Treasury Management Activity Report 2013/14	Report	Roger Wyton	2 <sup>nd</sup> Half Year Biannual report
3	Internal Audit Annual Report 2013/14	Report	Richard Barr	Annual report
4	Internal Audit Quarterly Report – Quarter 4 2013/14	Report	Richard Barr	Quarterly report
5	Review of Effectiveness of Internal Audit	Report	Richard Barr	Annual report

### **SCRUTINY ITEMS**

6	Housing Business Plan Performance Management Report	Report	Abigail Hay	Biannual report
7	Progress report on Enterprise Projects	Report	Joe Baconnet	Annual report

## **1 JULY 2014**

### **AUDIT ITEMS**

1	Anti-Fraud and Corruption Progress Report	Report	John King	Annual report
2	Draft Statement of Accounts 2013/14	Report	Mike Snow	Annual report

### **SCRUTINY ITEMS**

3	Service Risk Register Presentation – Democratic Services	Report	Richard Barr	Executive approved 11.01.12 minute 115
4	Procurement Biannual Report	Report	Susan Simmonds	Biannual report

**29 JULY 2014****AUDIT ITEMS**

1	Treasury Management 2013/14 Annual Report	Report	Roger Wyton	Annual report
---	---	--------	-------------	---------------

**No scheduled scrutiny items****2 SEPTEMBER 2014****AUDIT ITEMS**

1	Internal Audit Quarterly Report Quarter 1 2014/15	Report	Richard Barr	Quarterly report
2	Housing Benefit Fraud Investigation - Performance	Report	Andrea Wyatt	Annual report
3	Risk Management Annual Report	Report	Richard Barr	Annual report

**No scheduled scrutiny items****23 SEPTEMBER 2014 (ACCOUNTS)****AUDIT ITEMS**

1	Audit Findings Report from External Auditor	Report	Mike Snow / EA	Annual report
2	Statement of Accounts 2013/14	Report	Mike Snow	Annual report

**30 SEPTEMBER 2014****AUDIT ITEMS**

1	National Fraud Initiative Update	Report	Ian Wilson	Annual report
---	----------------------------------	--------	------------	---------------

**SCRUTINY ITEMS**

2	Service Risk Register Presentation – Neighbourhood Services	Report	Richard Barr	Approved by Executive 11.01.12 – minute 115
---	---	--------	--------------	---

**4 NOVEMBER 2014****AUDIT ITEMS**

1	Annual Audit Letter	Report	Mike Snow	Annual report
---	---------------------	--------	-----------	---------------

**No scheduled scrutiny items****2 DECEMBER 2014****AUDIT ITEMS**

1	Treasury Management Activity Report 2014/15	Report	Roger Wyton	1 <sup>st</sup> Half Year Biannual report
2	Internal Audit Quarterly Report – Quarter 2 2014/15	Report	Richard Barr	Quarterly report

**SCRUTINY ITEMS**

3	Housing Business Plan Performance Management Report	Report	Abigail Hay	Biannual report
---	---	--------	-------------	-----------------

**13 JANUARY 2015****AUDIT ITEMS**

1	2014/15 Audit Opinion Plan	Report	Mike Snow / EA	Annual report
---	----------------------------	--------	----------------	---------------

**SCRUTINY ITEMS**

2	Service Risk Register Presentation – Corporate & Community Services	Report	Richard Barr	Approved by Executive 11.01.12 – minute 115
3	Procurement Biannual Report	Report	Susan Simmonds	Biannual report

**10 FEBRUARY 2015****No scheduled items**

**10 MARCH 2015**

**AUDIT ITEMS**

1	Internal Audit Strategy & Plan 2015/16 – 2017/18	Report	Richard Barr	Annual report
2	Internal Audit Quarterly Report Quarter 3 2014/15	Report	Richard Barr	Quarterly report
3	External Audit Certification of Claims and Returns Annual Report	Report	Mike Snow / EA	Annual report

**No scheduled scrutiny items**

**8 APRIL 2015**

**SCRUTINY ITEMS**

1	Service Risk Register Presentation – Housing & Property Services	Report	Richard Barr	Executive 11.01.12 minute 115 F&A 09.07.13 minute 30
---	--	--------	--------------	---

**SCRUTINY ITEMS**

2	End of Term Report	Report	Peter Dixon / Chair	Annual report
---	--------------------	--------	---------------------	---------------

**NO DATE SET:**

Presentation on Disabled Adaptations – Jameel Malik – agreed by F&A 11/12/12 minute 97 (Executive item 5)

**FUTURE SERVICE RISK REGISTER PRESENTATIONS:**

July 2015 – Cultural Services

October 2015 – Development Services